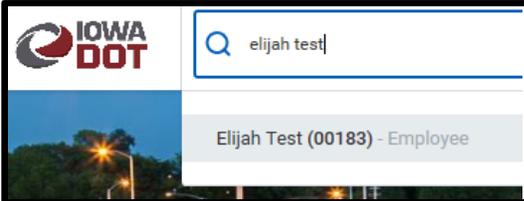


HOW TO ACCESS ADDITIONAL DATA IN WORKDAY (Driver's License Info)

1. You can get to members of your team various ways, here are a couple examples:

a. From the **Search Bar**, you can type in the name of the employee you are searching for and then click their name; or



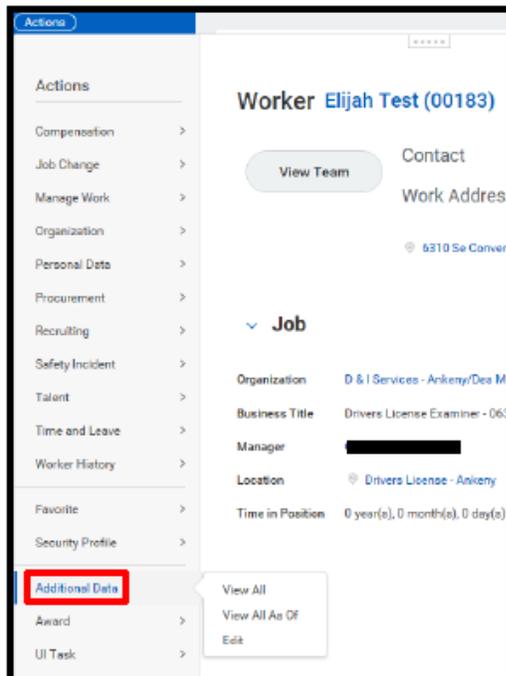
b. From your **Worker Profile**, you can click on the **Team** icon to see all the employees on your team via the **Org Chart**. You can then click the name of the team member you need.



2. After you arrive at your employee's profile page, click on the **Actions** button.



3. Find **Additional Data** and select the **View All** option.



4. On the next screen, scroll down until you find **Driver's License Info** and click **Edit** under the grid.



5. When the **Driver's License Info** entry screen comes up, fill in all the fields in the row:

- Click the plus  in the upper left of the grid to add a row.
- Enter CDL number, as it appears on license, in the **Driver's License Number** section
Note: For Iowa, for example, it would appear as follows - 123AA4567 (3 numbers/2 letters/4 numbers)
- Enter **State Issued By**
- Enter **Issued Date**
- Enter **Expiration Date**
- Click **OK** at the bottom left of the screen to finish the process



- Click **Done**